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Correct files**CONFIDENTIAL**121255  
12 December 1955

TO : Deputy Director of Security (Investigations and Support)  
 THRU : Chief, Security Support Division  
 FROM : Chief, Correspondents and Records Branch  
 SUBJECT: Correspondents Desk - General **W/OATT**  
 #75443

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GIST

Since the establishment of the Correspondents Desk on 13 September 1951 for the administration of the Confidential Correspondent Program, additional duties and responsibilities have been assigned to this component. As of today, there are thirty-eight operational and administrative functions assigned to the Correspondents Desk. A review of these functions indicates that they should be divided between the now existing Correspondents Desk for operational functions and the proposed establishment of the Supervision and Review Desk for administrative functions with personnel consisting of six professional, one clerk-stenographer, and one clerk-typist.

DETAILS

1. The Correspondents Desk was originally established on 13 September 1951 for the timely purpose of recruiting Confidential Correspondents and for the administration of the Confidential Correspondent Program. Since 1951, additional duties and responsibilities, amounting to thirty-eight separate and distinct operational and administrative functions, have been assigned to the Correspondents Desk. A review of these thirty-eight functions indicates that fifteen of them are operational in nature and should remain the responsibility of the Correspondents Desk, while the other twenty-three functions are administrative in nature and should be the responsibility of the Supervision and Review Desk, which it is proposed be established.

2. Under this proposal, the functions of the Correspondents Desk would consist of the following:

4	DDS/I&S
3	SSD, Chief
	Dep. Chief
	A. to Chief
2	A. to Dep.
	Ad & Trng.
	Ch. Inv. Br.
	Ch. Sup. Br.
1	Ch. CSR Br.
	Prof. Desk
	CSC Desk
	OC Desk
	Open Desk
6	SSD Miss
5	Ch. Correspondent Rec Br.

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*This is a good analysis  
 and we could use such an organization  
 to good advantage*

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- a. Multiple Confidential Correspondent Program
- b. Individual Confidential Correspondent Program
- c. Permanent Confidential Informant Program
- d. Temporary Confidential Informant Program
- e. Clerical Contract Employees
- f. Notaries Public
- g. Medical Contacts
- h.
- i. Commercial Investigative Facilities Program
- j. Secretariat for the Advisory Committee
- k. Weekly Activities Reports
- l. Control of SSD Files
- m. Coordination of Requests for Reproduction of Documents
- n. War Planning
- o. Review of Files for Other Office of Security Components

3. Under this proposal, the functions of the Supervision and Review Desk would consist of the following:

- a. Agents Manual
- b. SSD Headquarters Manual
- c. SSD Memoranda
- d. SSD Headquarters Memoranda
- e. SAC Letters
- f. SSD Notices
- g. Off Hours Instructions

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- h. Review of Daily Reports
- i. Time Study Analyses
- j. Review of Proposed Regulations
- k. Standard Library on Reference Materials for Headquarters
- l. Training Programs Including Agents and Clerical Conferences
- m. Audits of the Revolving Funds and the Accounts of
- n. Inventory and Inspection of  Property
- o. Audit of Imprest Stamp Fund
- p. Studies, Surveys, and Follow-up on Administrative Matters
- q. Review
- r. Annual Plans and Objectives of the Security Support Division
- s. Performance and Fitness Reports
- t. Saturday Duty Roster for Headquarters
- u. Annual Budget
- v. Record of License Numbers of Government Owned Vehicles Assigned to the Security Support Division
- w. Record of Combinations of Safes Assigned

4. In order to properly and efficiently fulfill the duties and responsibilities assigned to the Correspondents Desk and to the Supervision and Review Desk, each Desk should have a Table of Organization of at least one Desk Chief and two Agent supervisors for a total of six professional employees. The clerical staff should consist of a minimum of one clerk-stenographer, who would take and transcribe dictation, and one clerk-typist, who would handle the clerical duties connected with the Confidential Informant and the Confidential Correspondents Program. The clerk-stenographer and the clerk-typist could be used interchangeably by both Desks.

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5. It should be noted that there are currently no Table of Organization slots for the professional personnel assigned to the Correspondents Desk and only one slot for a clerk-stenographer, GS-5. The three professional personnel currently on duty with the Correspondents Desk are on TDY from other Security Support Division components. At various times, there have been formal expressions for the establishment of proper slots for personnel and responsibilities assigned to the Correspondents Desk. For example, in a memorandum dated 8 February 1955 to the Chief, Administration and Training Staff, the Deputy Director of Security (Investigations and Support) requested that a slot be obtained for the Correspondents Desk for the duties assigned to Agent [REDACTED]. In the minutes of the Advisory Committee for the 25 June 1954 meeting, the Chief, Security Support Division, and the Deputy Director of Security (Investigations and Support) approved a recommendation that a supervisor be assigned to the Correspondents Desk with the responsibility for the appropriate administration of the Agents Manual and the SSD Headquarters Manual on a full time basis.

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6. Attached is a chart which shows the proposed over-all Table of Organization for the Correspondents and Records Branch and its components, the Correspondents Desk, the Supervision and Review Desk, [REDACTED]

ACTION

For your information, approval, and/or comments.

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Attachment:

Table of Organization Chart

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[REDACTED] plm/12 Dec. 1955

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